

**CONTACT: Laura Rogers, Naturalist/Volunteer Coordinator, Lynchburg Parks and Recreation**

**301 Grove St.**

**Lynchburg, VA 24501**

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## **LYNCHBURG PARKS AND RECREATION**

### **ADOPT-A-TRAIL**

#### ***Program Conditions***

1. Any local community organization, business or individuals (18 years or older) may adopt a section of trail (1/2 mile minimum). Groups/individuals under 18 years old may adopt, with adequate adult supervision; **see # 3**)
2. Participants adopting a trail section for one year (with a minimum of 2 clean-ups) will receive a t-shirt and an Adopt-A-Trail sign for their trail section. Participants renewing each consecutive year will receive yearly t-shirts.
3. An adult must supervise groups with members less than 18 years old. Large groups should be divided into teams of eight or less, each team supervised by one adult.
4. Participants must review enclosed safety guidelines before each clean up.
5. The adopting group will schedule its clean-up dates, and notify the Volunteer Coordinator of these dates.
6. The adopting group will obtain necessary materials (orange litterbags, orange safety vests or t-shirts, and necessary tools) from the Parks and Recreation Building (434) 455-5858. **The adopting person or group can arrange with Volunteer Coordinator (434) 455-5878 for pick-up and disposal of trash bags.** However, you will still need to mail in, fax or e-mail your **Activity Report Form (see # 8)**.
7. The adopting group/individual must remain on city property at all times while performing clean-ups. City property includes: owned property, leased property, and property whereby easements have been obtained for recreational use.
8. After each clean-up, adopting groups/individuals will fill out an **Activity Report Form** detailing the number of people involved, number of bags of litter collected, recyclables collected and hours spent during the clean up. Please mail, fax or e-mail completed forms to the address listed on the form. Adopt-A-Trail Program information, including Activity Report Forms, can be found online at the City of Lynchburg web page (<http://www.ci.lynchburg.va.us>)
9. Participants are encouraged to recycle all recyclable items.
10. The Parks Manager will review and approve all Adopt-A-Trail applications.
11. The Naturalist/Volunteer Coordinator will monitor the program and be available to answer questions and lend technical assistance (phone: (434) 455-5878; e-mail: [laura.rogers@lynchburgva.gov](mailto:laura.rogers@lynchburgva.gov))
12. The City reserves the right to revise these terms as needed.

## *Volunteer Responsibilities*

1. Please read closely, fill out and **mail to the Volunteer Coordinator** the following forms before you begin working:
  - **Adopt-A-Trail Agreement Form**
  - **Medical Information Form**
  - **Unconditional Release for a Minor – Parental Consent Form** (*if you have group members under 18 years old participating*)
1. Pick up litter and debris at least **2 times a year**.
2. Make routine inspections for general damage, downed trees, erosion on the trail, etc. and report these problems to the Trail Manager or Volunteer Coordinator (434) 455-5878.
3. Prune brush and branches (smaller trimmings can be scattered in brush/weeds along the trail; for removal of larger branches and limbs, contact the Trail Manager or Volunteer Coordinator).
4. Removal of debris (tree branches, trash, etc.) from drainage ditches, stream shores along side of trail.
5. Mowing/weed trimming along trail (or reporting the need to Trail Manager/Volunteer Coordinator).
6. Please place filled trash bags at pre-arranged locations (contact Trail Manager or Volunteer Coordinator with information).
7. Upon finishing a clean-up/pick-up, please fill out an **Activity Report Form** and mail to Volunteer Coordinator (address is on the form). ***It is important that you do this, so that the city may keep track of work completed and so that you will be recognized for all of your hard work!***
8. You may complete special projects along your adopted trail section (see brochure for details).
9. Before beginning any trail work, participants **must attend** at least one **Safety Orientation Meeting** (contact Volunteer Coordinator, (434) 455-5878, for dates and times).

### ***Guidelines For Volunteer Projects***

1. Volunteers must first obtain a City of Lynchburg Parks & Recreation driving permit before operating any city vehicle and/or using personal vehicles within City of Lynchburg Parks and Recreation properties.
2. **LITTER PICK-UP:** Please make arrangements with Trail Manager or Volunteer Coordinator to leave bags at pre-arranged spot for pick-up by the City.
3. **MOWING:** All volunteers must complete designated training courses to familiarize themselves with safe and efficient operations of all equipment. City of Lynchburg staff will coordinate all training sessions. Designated mowing perimeters will be strictly adhered to.
4. **WEED TRIMMING:** Please trim around bases of all trail signs, posts, rest benches, and bridge approaches.
5. **BRUSH MAINTENANCE:** Trim branches and brush that jut out onto the trail; smaller clippings can be scattered in the weeds/brush alongside the trail.
6. **TREE CUTTING:** limited to downed trees only, except standing trees marked for removal by City of Lynchburg staff.
7. **DITCHES, CULVERTS, STREAM/RIVER BANKS AND SHORES:** Remove branches, trash, and other debris as required to maintain proper flow of drainage and river/stream water. Please do not attempt to remove debris that appears to be dangerous (items that are too large, items that appear to be toxic or hazardous, any items in high or rough waters, etc.). Call the Trail Manager/Volunteer Coordinator to report these conditions.
8. **HAZARD CHECKS:** Please contact the Trail Manager or Volunteer Coordinator to report any of the following: trees blocking trail, large holes on trail surface, damaged bridges, wash outs, major trail erosions, missing or damaged signs, damaged benches, etc.
9. **HAND TOOLS:** Lynchburg Parks and Recreation has available for volunteer use: pruning loppers, bow saws, pole saws, shovels, racks, and garbage bags. If additional tools are needed, please notify the Volunteer Coordinator at least one week prior to clean-up/pick-up date.
10. Please sign out and return tools (see "Equipment Loan Form") as soon as possible after use.
11. Please report broken or defective/dull tools to Trail Manager or Volunteer Coordinator.
12. Please report any unusual or suspicious events on the trail to the Volunteer Coordinator (434) 455-5878 or the City of Lynchburg Police Department.

# **SAFETY GUIDELINES**

## ***Before You Pick Up.....***

- Everyone participating in your group must attend at least one **safety orientation meeting** per year.
- Adopting groups must provide **at least one adult supervisor for every eight children under 18 years old**.
- Children under 18 years old may participate in trail work sessions/litter pick ups **only if the volunteer coordinator has given the group a Minor Volunteer Participation Form** to fill out and return to Lynchburg Parks & Recreation. If the Volunteer Coordinator has not done this, please call Lynchburg Parks & Recreation (434) 455-5878 before bringing children under 18 years old to trail work/litter pick up site.
- Please inform an emergency contact of your exact working location and approximately how long you will be working.
- Always know where your trail section's nearest emergency access point is.

## ***The Best Time to Pick Up.....***

- Work only in daylight and fair weather (try to avoid extremely hot or cold days).
- Never participate in trail work/litter pick up while under the influence of drugs and/or alcohol.

## ***What to Wear.....***

- Always use an orange safety vest or wear bright clothing so that trail users can see you easily.
- Wear clothing that protects your arms and legs, as well as hard-soled shoes and work or gardening gloves.

## ***During Pick Ups.....***

- Always stay with your group.
- Take breaks, drink fluids, and don't overexert yourself.
- Do not work/pick up litter in construction or heavy maintenance sites.
- Watch for venomous snakes and poisonous plants.
- Do not pick up materials that appear to be hazardous. Contact the State Police or Hazardous Waste Hotline (1-800-552-2075) to report the materials.

**ADOPT-A-TRAIL AGREEMENT**

***\*\*\*Please Fill Out, Sign and Return To Lynchburg Parks and Recreation Department\*\*\****

In order to enhance the environment and the appearance of our community, we, the undersigned, request permission to Adopt-A-Trail at the following location (trail name, boundary description, mile marker)

Said work will be performed under and in accordance with the City of Lynchburg's terms attached hereto and incorporated herein by reference. Applicants with whom agreements are signed shall at all times indemnify and save harmless the City of Lynchburg, its officers, employees and agents from responsibility, damage, or liability arising from the exercise of the privileges granted under this agreement.

The City of Lynchburg may terminate this agreement if at any time the applicants do not comply with this agreement or at any time the applicant's work effort is considered unsafe. The City reserves the right to revise or discontinue this program at any time.

**Adopting Group or Individual**

Volunteer Name	Signature	Address	Home Phone

**\*\*\* Exact name and spelling to be printed on sign (please print):**

**MEDICAL INFORMATION**

***\*\*\*Please Fill Out, Sign and Return to Lynchburg Parks and Recreation Department\*\*\****

**Each participant must fill out this form before engaging in Adopt-A-Trail activities.**

PERTINENT MEDICAL INFORMATION (Special, medications, allergies, other)

PLEASE LIST:

EMERGENCY CONTACTS:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Participant

Date

Signature of Parent/Guardian

Date

(if participant is a minor)

**Permission is hereby given to the forenamed for the property location named in the aforesaid agreement to be involved in the designated Adopt-A-Trail program as administered by The City of Lynchburg, VA.**

Lynchburg Official Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **UNCONDITIONAL RELEASE FOR A MINOR**

#### **PARENTAL CONSENT FORM**

***\*\*\*Parents of Minor Participants:***

***Please fill out, sign and Return to Lynchburg Parks and Recreation Department\*\*\****

I give my consent for \_\_\_\_\_ to participate in the Adopt-A-Trail program sponsored by the City of Lynchburg.

I realize the risk involved in this type of activity and release and discharge the City of Lynchburg and its employees from any and all liability for any accidents, injuries or disabilities of any nature whatsoever that my child may sustain as a result of his/her participation in the Adopt-A Trail program.

Signed: \_\_\_\_\_

(Parent or Guardian)

Date: \_\_\_\_\_

## City of Lynchburg

## Adopt-A-Trail Program

## ACTIVITY REPORT FORM

***\*\*AFTER TRAIL CLEAN-UP, Please Fill Out and Return to Lynchburg Parks and Recreation Department\*\****

Adopting Person or Group: \_\_\_\_\_

Adopted Section of Trail: \_\_\_\_\_

Clean-Up Date: \_\_\_\_\_

Number of Persons Participating: \_\_\_\_\_ Number of Hours Clean-Up Took: \_\_\_\_\_

Number of Bags Used: \_\_\_\_\_

Did you recycle any of the trash you collected? Y N If so, what and approximately how much?

Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Reminder: Please call (434) 455-5878 to have litter bags picked up.**

*Please complete and return this form to:*

City of Lynchburg Parks and Recreation

Attn: Laura Rogers

301 Grove St.

Lynchburg, VA 24501

Or FAX: 528-2794

***Thank You!!***

***We appreciate your participation in this program.***

**Lynchburg is a cleaner place to enjoy because of your involvement!!**